

ADDENDUM TO UPTOWN COMMUNITY PLAN RFP

QUESTIONS & RESPONSES

City of Memphis and Shelby County Community Redevelopment Agency

Below is a list of questions received and responses provided by the City of Memphis and Shelby County Community Redevelopment Agency (CRA) regarding the RFP issued December 18, 2017 for Consulting Services for the Uptown Community Plan. Questions were due to the Interim Executive Director from potential consultants by January 4, 2018.

As a reminder, proposals should be delivered to the CRA no later than 4:00 p.m. January 17, 2018, as detailed in the RFP.

1. How is affordable housing included (or not included) in the Uptown Community Plan?

The three responsibilities of the CRA as defined in state statutes are addressing slum conditions, remediating blight, and providing affordable housing through the use of TIF. The RFP states:

The CRA provides a source of financing to assist public or private enterprise in the elimination of slum and blighted conditions and provision of affordable housing while maximizing return on public investment in the target areas.

On page 4 of the RFP it states:

At a minimum, the Plan must:

- *Establish a shared vision for the neighborhood;*
- *Provide analysis of existing conditions;*
- *Make necessary land use recommendations;*
- *Identify potential infrastructure needs,*
- ***Identify housing needs;***
- ***Identify opportunities for strengthening connections between housing and jobs;***
- *Identify possible building types and outline community design guidelines;*
- *Outline strategies for strengthening commercial development and market rate housing opportunities;*
- *Propose a phasing plan for infrastructure and infill development; and*
- *Outline an implementation process that will detail how projects in the Uptown Redevelopment Area are initiated and implemented.*

The CRA is focused on using the TIF resources for the provision of affordable housing in Uptown and, consequently, this must be reflected in the Plan. The Plan must come from the community and reflect the shared vision of the community. Lastly, the CRA Board, staff, and the Uptown community has discussed the issues of gentrification and displacement and

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desire that the Plan detail how neighborhood revitalization can occur to empower local ownership by expanding opportunity for upward mobility without displacement of existing residents.

- 2. The contract will be awarded February 1, 2018 and the CRA plan is to be concluded by May 2018. How long will the consulting contract be in force? Is it possible for the contract to extend to 4 years?**

The consulting contract is solely for the duration of the planning process, estimated to be four months.

- 3. What is in the budget for the consulting contract compensation yearly? How will payment be made at contract execution, monthly, bi-weekly or other?**

Funds will be made available to do a comprehensive and community-engagement heavy planning process over the four month timeline.

- 4. I found a host of information on your website and am going through the posted data now. Will I have access to the databases to complete my analysis or have personnel resource in your department to help me pull data and produce reports or presentations?**

There are a number of older existing plans available as well as the data and initial results from the Memphis 3.0 comprehensive planning process. We have access to GIS data and will be providing base existing conditions data layers and survey. In addition, we have a full-time Neighborhood Coordinator who will assist the consultant with the planning process, however reports and presentations will be the sole responsibility of the consultant

- 5. The timing of the Charrettes suggests that this will be a full-time endeavor. What will be the initial payment for the consultant at contract execution?**

Payment and contract details will be negotiated with the selected consultant(s).

- 6. Do you already have a list and contact information for Community Stakeholders that I will be able to access?**

Yes. In addition, the consultant will need to work with the CRA and our Neighborhood Coordinator to identify community stakeholders.

- 7. Insurance: I have E&O insurance, will I need a different policy for this effort?**

Professional Liability Insurance will be required in the amount of: \$ 1,000,000 Each Occurrence / Aggregate.

- 8. Is there a list of M/WBE and LOSB Vendors? We saw this list:
<https://apps.shelbycountyttn.gov/EOCListings/>**

The CRA relies on the certifications by the City of Memphis and Shelby County and both have searchable databases on their respective websites that you may use.

- 9. How does the Community Redevelopment Agency envision the mission and goals of Uptown Community Plan fitting together with the mission and goals Memphis Comprehensive Plan?**

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The CRA intends the Uptown Community Plan to be an implementation of the ongoing Memphis 3.0 planning process. The Uptown Community Plan is focused on implementation and prioritization of up to \$95 million in projects over the next 14 years within the TIF boundary.

10. How does the Community Redevelopment Agency envision the Uptown Community Plan and the Memphis Comprehensive plan will work together, functionally?

The Uptown Community Plan will utilize the data and public engagement completed to date through the Memphis 3.0 planning process.

11. What does the Community Redevelopment Agency envision as the final resolution of the Uptown Community Plan, in terms of level of detail?

As directed by the Uptown community, the Uptown Community Plan should identify, to a basic level, a preferred outcome, methods, and leveraging strategies.

12. How does the Community Redevelopment Agency envision CRA staff and the Consultant Team will work together, in terms of division of scope for preparing base materials/data?

The existing base data will be provided by CRA staff and the Interim Executive Director to the consultant, however reports and presentation materials are the sole responsibility of the Consultant.

13. What is the Community Redevelopment Agency's envisioned mechanism for plan implementation? Will this plan result in an adoption through zoning, through the sale of land, or otherwise?

Implementation could include zoning, land acquisition, land banking, etc. The CRA is looking for innovative implementation strategies that can be used as a model for future community-based TIFs in Memphis.

14. Page 7 of the RFQ under section E makes reference to "the financial stability and general reliability of the firm or team as indicated by documents, historic documents, and references." Can you clarify what requested information you would like to see from our team? Are there forms/documentation we need to provide? What information does this reference?

The CRA would like the consultant to demonstrate that they are capable of handling a project of this size and scope and have a verifiable track record for completion of similar projects for similar clients.

15. Can you tell us what organizations and who within them specifically makes up the selection committee for this RFQ?

The selection committee will be comprised of, at minimum, members of the CRA staff, consultants, and Board.

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- 16. Can you provide more information as to what is meant by the term “infrastructure?” More specifically, is this referring to the physical infrastructure such as streets and utilities?**

Infrastructure includes, but is not limited to, streets, alleys, sidewalks, streetscapes, stormwater facilities, environmental remediation, transit, bicycle facilities, and public recreation.

- 17. Will the scope of the selected team include assembling materials and supporting documents into a formal final report document or will the CRA staff create the formal final report document with support from the selected team?**

The scope will include a final report document by the consultant.

- 18. On page 4, Phase Three identifies the contents for the draft plan including identifying strategies for strengthening commercial development and housing needs. What level of detail would the CRA prefer the market analysis provide? As an example and specific to the housing market, would the CRA request that the selected team provide a full quantified housing demand estimate?**

The market analysis does not need to be a full-fledged market study. A relatively current market study exists as well as efforts through the Memphis 3.0 planning process.

- 19. Is there a preference regarding whether the CRA or the selected team take the lead in coordinating with City, County and Public Agencies to ensure that planned investments are thoroughly documented in order to help inform the Uptown Community Plan?**

The CRA will take the lead in coordinating with the City, County and Public Agencies.

- 20. Do the MBE / WBE firms on the teams need to be registered as such in Tennessee?**

The firms should be registered with the City of Memphis or Shelby County. It is their responsibility to work with those respective offices to become certified.

- 21. Please provide clarification under Experience on Page 6, for item D.3, regarding involvement in preconstruction and construction phases. The RFP scope seems to describe a planning process, but not final design and construction administration. Will the selected consultant have an ongoing role following final presentation of the Plan?**

No, the consultant will not be engaged in the final design and construction of projects, please ignore the “pre-construction and construction phases” language, included in error.

- 22. Could you provide an update on the status of the Construction Manager RFP, specifically was the Construction Manager contract awarded, and if so what will be their role in the infrastructure implementation planning process for the Uptown Community Plan?**

The Construction Manager RFP contract is in the process of evaluation. That contract does not have a significant role in the Uptown Community Plan.

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23. Is a fee proposal necessary to include in our initial submission?

A fee proposal is not necessary, but will be negotiated as detailed in the RFP.

24. Will the Community Redevelopment Agency (CRA) be the contracting agency with the planning team?

Yes

25. Has the structure and memberships of the Uptown Community Advisory Committee been established or will this be a capacity building task in the planning process?

The structure and membership is being determined and should be in place by the planning process.

26. Is the four-month completion tied to a specific deadline in May, 2018 or can the CRA approval process extend to the regular mid-June CRA Committee Meeting?

It would conclude prior to the June 7th CRA meeting.

27. In the RFP on page 4 it says the Plan must 'Identify possible building types and outline community design guidelines.' Do you need the consultant to determine what the community needs are from a health and human services perspective (e.g., rental property, houses, rehab support, etc.) or provide specific architectural designs for the types of building the community needs?

The Plan would include most of these components; however it would not necessarily require specific architectural designs, rather it would include examples for the community to use to determine its preferred outcomes.

28. Regarding M/WBE requirements - Is it mandatory to be a Shelby County resident to qualify? If not a certified M/WBE corporation, or Shelby County resident, would a 51% minority owned and controlled corporation be sufficient?

It is not mandatory to be a resident for MWBE, but it is for LOSB. Certification by the City of Memphis or Shelby County would be required to meet the participation goals set by the CRA.

29. Would you/could you have Purchasing provide me a list of the prime consultants to whom this RFP was sent or that were informed of its release? How does a M/WBE either contact interested primes or let them know we are interested?

The RFP has been posted to the City purchasing website, the CRA's website, the Commercial Appeal, the Tri-State Defender, and the following national planning sites: APA, CNU, and Brownfield Listings. Also, the CRA has provided the RFP to MMBC and to MAMCA for distribution to their membership / contacts.

The RFP notes:

The CRA reserves the right to select all, or a portion of responding team(s) in order to meet M/WBE and LOSB goals.

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Potential consultants may submit proposals, even if they can only provide a portion of the scope of services.

30. Is it the intent of the CRA to fully comply with the Shelby County Ordinance regarding all CRA projects?

The CRA has adopted an M/WBE program with goals for M/WBE and LOSB participation that meet or exceed both those of both the City of Memphis and of Shelby County. In the case where the goal percentages differ, the CRA will follow the one that provides the higher percentage for M/WBE or LOSB participation.

It is the policy of the CRA that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts using taxpayer funds.

1. For all projects, the CRA sets an overall combined goal of 40% M/WBE participation for Professional Services, with a 26% for MBE and a 14% goal for WBE, as defined by Shelby County ordinance.
2. Within its overall goal for M/WBE participation, the CRA sets goals for goods and services categories consistent with those of the City of Memphis as outlined in Ordinance 5384, Sec. 2-327, using the ratio of the M/WBE participation goals for each sector.
3. The CRA's Locally Owned Small Business (LOSB) participation goal is 20%.